



## Hints for Applying to Clark County

*If this is your first time applying online, you must create an account that includes a unique username and password. Note: Each applicant must have his/her own email address when setting up an account. Do not share your username and password with anyone. Only one applicant per account is allowed.*

***The entire Online application must be completed to be considered. Incomplete applications or applications that are missing required documents will not be considered.***

***Experience:*** Starting with your most recent job, list all employment, **including Clark County employment.** List all your work/volunteer experience that qualifies you for the job you are applying for. Human Resources will determine whether or not you meet the minimum qualifications for the job based on your experience as you describe it on your application. Part-time experience will be prorated. When listing employment history all applicants must specify all titles held, including current position, duties, the employers name, department and/or division. **Do not substitute a resume** for your application or write "see attached resume" on your application.

***Education Accreditation Requirement:*** Clark County Human Resources will only accept degrees or credits earned from a college or university accredited by an official agency recognized by the US Department of Education. A listing of accredited universities is available at: <http://ope.ed.gov/accreditation>.

*If the position you are interested in is not currently open, submit a job interest request, and you will be notified when it opens.*